

Team Manager Website Quick Reference Guide:

Your team pages can be used to communicate information to your teams (via email or text), post scores, schedule events, and post pictures and documents. This is a quick reference guide to assist you with routine tasks. If you have any issues with your site or need any additional assistance, please contact Tracy Holloway at wslgeneral@hotmail.com

Login Information:

Use the login you created when you registered your child. It should be your email address and the password you created. If a spouse registered your child and added you as a guardian, then your password should be the same. If you don't know your password, request a new one through the League Athletics site.

Accessing your team page:

- Login
- Go to the "Team Information" tab at the top
- Select your team (Note: You will only have access to your own team's page)

Editing the welcome message on your page:

- Click on the green plus sign on your welcome message
- Enter the publish date, expiration date, and message information
- Click Submit

Viewing your roster:

- Click on the "Roster" tab on the left side

Printing your roster:

- Click on the "Roster" tab on the left side
- Click on the "Options" drop down in the upper right
- Click on "Print Full Version"

Emailing your team:

- Click on the "Roster" tab on the left side
- Click on the "Options" drop down in the upper right
- Click "Email team"
- Type in the Subject and the Message and click "Send"

Sending a text message to your team:

- Click on "Admin" in the upper right of the site
- Click on "Messaging"
- Click on "Text Message"
- Select your team name on the right side
- Click "Find Members"
- Insert the text message into the box
- Click "Send"

Viewing the calendar:

- Click on “Schedule” tab on the left side
- You can view in schedule format or calendar format

Calendar feed to your Google/iCal/Outlook calendars:

- Click on “Schedule” tab on the left side
- Click on “Options” drop down in the upper right
- Click on the appropriate calendar for your feed

To add an event to your team calendar:

- NOTE: If you add an event for your team (an extra practice, team party, etc), it will only be added to your team’s page and will not show on the general league calendar on the front page
- Click on “Admin” in the upper right of the site
- Click on “Scheduling”
- Click on “Add general events”
- Enter the start and end date/times, event information, etc for the event
- Click submit

Adding pictures to your team site:

- Click on “Admin” in the upper right of the site
- Click on “Tools”
- Click on “Picture Upload”
- Select files and upload (Note that this usually works better in Google Chrome than Safari)

Adding team documents:

- Click on “Admin” in the upper right of the site
- Click on “Tools”
- Click on “Document Manager”
- Enter document information
- Select file to upload
- Click “Submit”

NOTE: If parents are not receiving emails/texts/notifications, tell them to login to their accounts and ensure that the settings are set up correctly and that they opted in to receive these notifications. Also, encourage them to ensure their numbers and email addresses are correct.